

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Financial Information Database (FID)

User's Guide Fall 2006 Submission

Questions?
Contact: 517.335.0505
e-mail: Help-Desk@michigan.gov



Table of Contents

INTRODUCTION	3
GETTING STARTED.....	4
FID HELP RESOURCES	4
APPLICATION START-UP AND SECURITY.....	5
BROWSER AND SYSTEM SUGGESTIONS	8
POP-UP BLOCKERS	8
DATA COLLECTION.....	9
DISTRICT DATA ENTRY	9
FID DATA UPLOAD.....	10
DISTRICT FILE STATUS.....	11
STEP 1: DISTRICT UPLOAD STATUS.....	12
STEP 2: CROSS-FILE VALIDATION ERRORS	14
STEP 3: OPENING BALANCES	15
STEP 4: SUBMISSION	16
USER VERIFICATION AND COMMENTS ENTRY	17
REPORTING.....	20
TRANSACTION REPORTS: BALANCE SHEET, REVENUE, EXPENDITURE, ESP, BUILDING LEVEL EXPENDITURE.....	20
UPLOAD ERROR REPORT.....	21
FINANCIAL SUMMARY REPORTS	22
APPENDIX A – FILE LAYOUTS	23
APPENDIX B – CREATING CSV FID FILES IN EXCEL	26
APPENDIX C – ERROR AND WARNING DESCRIPTIONS.....	28
ERROR MESSAGES	28
WARNING MESSAGES	29
CROSS FILE VALIDATION	30

Introduction

The Center for Educational Performance and Information (CEPI) is responsible for collecting and reporting data on Michigan's K-12 public schools and students. CEPI oversees the Michigan Education Information System (MEIS), which serves as a comprehensive educational data repository for compiling information. In previous years, school districts submitted aggregated financial data (Form B) using the Education Data Network (EDN). The Financial Information Database (FID) application was developed to replace the EDN to facilitate a more streamlined method of financial data submission.

The FID User's Guide is designed for District Users of the application. This guide includes directions for using the FID application to upload and submit financial information and to generate reports.

The FID application is located at: <https://cepi.state.mi.us/fid>.

Getting Started

FID Help Resources

Before using the application, authorized users should familiarize themselves with the various help resources available. To download these help documents, please go to the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" on the left-side navigation bar. A submenu will appear, from which you will click on "Financial Information Database." Be sure to check back, as you will always find the most up-to-date information here.

Chart of Accounts. The FID supports submission of district financial data using account codes compliant with the Michigan School Accounting Manual Chart of Accounts. This submission process provides a level of financial data that facilitates compliance reporting and will facilitate informed decision-making at the school, state and federal levels.

A link to the Michigan Public School Accounting Manual Chart of Accounts is available in the publications section of the Office of State Aid and School Finance on the Michigan Department of Education Web site at www.michigan.gov/mde. The Chart of Accounts is contained within the "Appendix - Definitions for Accounting Codes" located on the Manual page. It is also available under the "Quick Links" section of the FID Web page.

Application Start-Up and Security

To become an authorized user of the FID application, you must first obtain an MEIS account. If you do not have an MEIS account, go to www.michigan.gov/meis. Click on the MEIS logo. On the next screen, click on **"Create an MEIS Account."** You may also follow the MEIS link on the FID Login screen.

Once you have an MEIS account, you need to download the FID Security Agreement. From the FID home page, click on the "FID Security Agreement" link in the pink box titled "Upload FID Data to CEPI." If you experience problems with your MEIS account or password while using the application, please contact the Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

For individuals who are replacing an authorized user, you will need to complete and return a Removal Request Form to have that person's permissions to the FID and any other CEPI application removed.

Updating MEIS Information. If at any time your contact information should change, be sure to make the necessary updates in your MEIS account. It is important that this information is accurate to ensure that authorized users receive communications sent by CEPI. Follow these steps to update your MEIS account:

1. Go to www.michigan.gov/meis.
2. Click on the MEIS logo.
3. Log in to the application.
4. Select "Edit Personal Information."
5. Enter your new e-mail address in the specified field and click "Save."

If you experience problems with your MEIS account or password while you are using the application, please contact the Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

In order to access the application, you have to launch the application from your browser. Click the "FID Application" link located in the pink box. When launched successfully, you will see the FID Login screen. Enter your MEIS User Name and Password and click OK to enter the application.

Center for Educational Performance & Information **Michigan.gov**
An Official State of Michigan Web Site

Date: 08-04-2005

Financial Information Database (FID)

Each fall, districts use the Center for Educational Performance and Information's Financial Information Database application to submit information from their annual financial reports, balance sheets, revenues, district expenditures and school expenditures. In order to access the FID, you must hold a valid MEIS account and have submitted a FID security agreement form signed by your Superintendent.

To obtain a MEIS login id, please [click here](#).
Download a FID Security agreement, [click here](#).

MEIS Login

User Name :

Password :

System Logs Out User. The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again.

Entering the application for the first time. If you are logging in to the FID application for the first time or you have not confirmed your user profile, the application will display your user profile details. This screen allows a user to verify and update his/her profile information as required (this information is separate from your MEIS account). Should you need to change any of your information in the future, this screen is located in the Data Collection menu.

NOTE: Until the User Profile information is confirmed, this screen will continue to be displayed at login.

Welcome screen. If you have logged in to the FID before and confirmed your user profile, the application will display the "Welcome Page." This screen displays a salutation with the user's display name as entered in the User Profile.

Menus. The gray toolbar located under the CEPI banner contains links to help users navigate and download additional help resources.

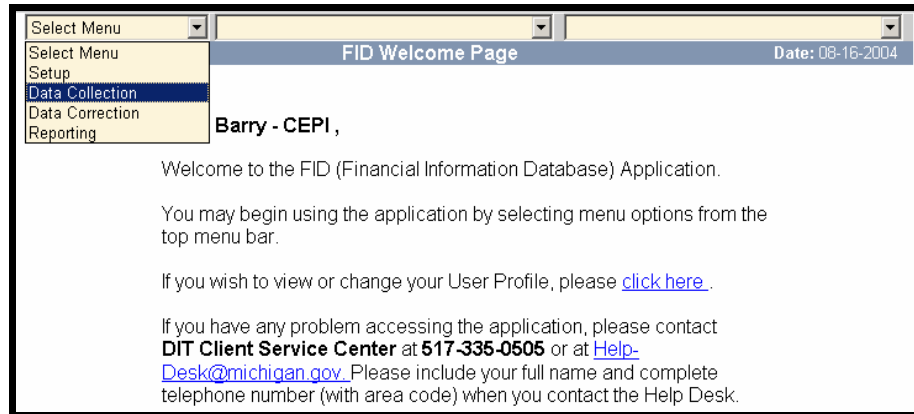
- **FID Home** – Use this link to return to welcome screen.
- **FID FAQs** – Use this link to view the Frequently Asked Questions. (Acrobat Reader required.)
- **Contact CEPI** – Use this link to open a new page that lists CEPI contact information.

NOTE: If you have specific questions regarding the use of the application, please e-mail the DIT Client Service Center [Help-Desk@michigan.gov] or call 517-335-0505. Please include your name, district code, district name, telephone number with area code and extension, name of the CEPI application, and your specific questions.

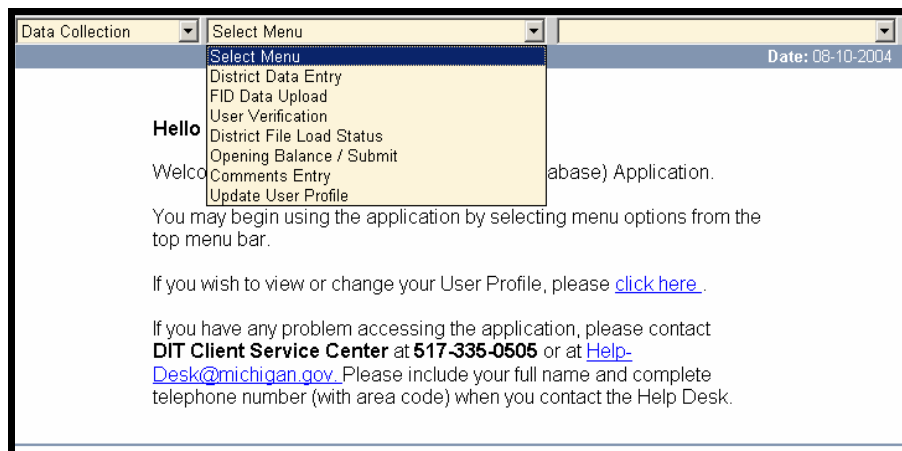
- **FID User's Guide** – Use this link to view the User's Guide (Acrobat Reader required.)
- **Logout** – Use this link to log out of the FID application.

The menu bar located on the top of each screen is the application menu. Navigation through the application is accomplished through a series of drop-down menus, divided into hierarchical levels. Selection in one menu will determine which functions are presented in the next menu.

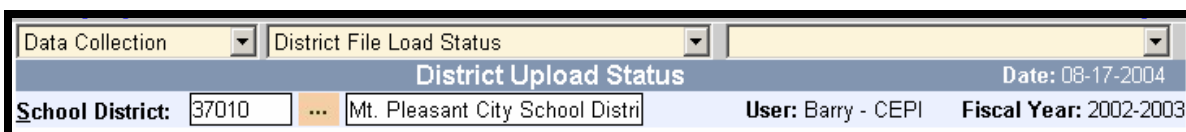
Users will have two options at the main level: "Data Collection" and "Reporting." To make a selection at this level, click on the down arrow and then highlight the required option. In the example below, "Data Collection" has been chosen.



Once a function has been selected from the first drop-down list, the second drop-down list will become active. Follow the same procedure as before to highlight the desired function. Refer to the respective sections for details on each function and user instructions.



School District Information. A common component of the Data Collection and Reporting sections of the application is School District Control. This acts as a toolbar providing information regarding the school district. These are display-only fields except to District Users with multiple districts.

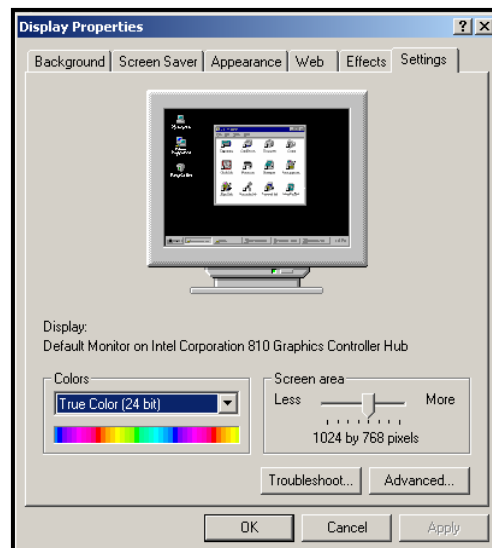


Browser and System Suggestions

Internet Explorer (6.0 or higher) is the preferred browser for all CEPI applications. While it is possible to use a Netscape browser to access CEPI applications, please be advised that these applications do not function as well in Netscape as they do in Internet Explorer. For example, many Netscape users report pages format improperly or the appearance of data is not preserved when using the back and forward buttons. The problem is not with the application, but with the functionality built inside the Netscape browser.

To upgrade to the most recent version of Internet Explorer, click on: <http://www.microsoft.com/windows/ie/default.asp>.

For best performance, view the application with a monitor resolution of 800 X 600 or higher.



Windows users can change the resolution of their monitors by going to the START button, selecting SETTINGS, then selecting CONTROL PANEL, and then selecting DISPLAY. You may also place your mouse pointer on the desktop (on the background, not on an icon), click the right mouse button and choose PROPERTIES.

Go to the Desktop Area setting, and slide it over to 800 x 600. It is recommended that you do not try a higher desktop resolution than this until you have read your monitor manual to see what maximum resolution it supports.

Pop-Up Blockers

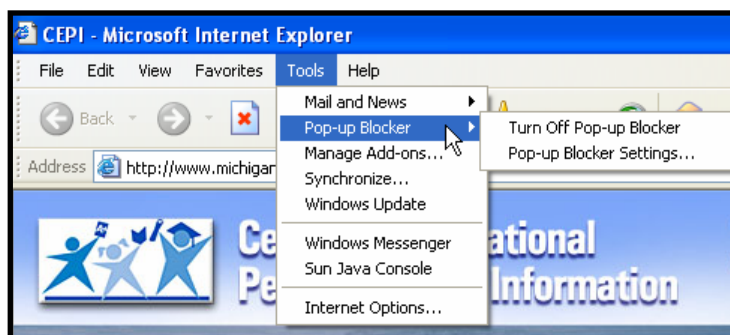
CEPI applications utilize pop-up windows to display information to users. If a pop-up blocker has been installed on your computer, it may prevent these windows from opening. Many pop-up blockers provide a configuration screen to allow pop-ups from certain Web sites. If your blocker does not have this feature, you may want to disable it while accessing CEPI applications.

Given the large number of pop-up blocker packages available, it is impossible to provide instructions for disabling each one. If you are unsure how to configure/disable your blocker, please check with the software vendor or your technical staff.

One of the most common blockers is Microsoft's Service Pack 2, in which pop-up blocking is directly integrated into Internet Explorer. Note that by default pop-up blocking is enabled.

To locate the pop-up controls in Internet Explorer select **Tools** from the toolbar and then **Pop-up Blocker**.

Click on **Turn Off Pop-up Blocker**. Once this is done users should be able to view the program. Once finished, you can return and to re-enable your Pop-Up Blocker.



Data Collection

The Data Collection section is used by school districts to manually enter and upload their financial data to the FID application. There are three basic steps through which data collection is completed:

1. **Data Entry/Upload.** The first actions that the District User must perform, in any order, are to place data into the application through District Data Entry and FID Data Upload.
2. **Error Correction.** After District Data Entry and Data Upload are completed, the application validates the data received against the Chart of Accounts. It also ensures that the data is submitted at least at the minimum level. Depending on the number of files in the queue, the validation process may take some time.

Users need to ensure that there are no errors indicated on the District File Status or Opening Balances screens. If errors exist, you will need to correct the respective file(s) and repeat steps 1 or 2 as required. Summarized information can also be reviewed through the User Verification screen. Please refer to individual sections for details on each of these processes.

3. **Submission.** Once all files are error free and funds are in balance, users may "Submit" their information to CEPI using the District File Status screen. A complete checklist of the conditions required for the submit button to become enabled is located in the submission section of the User's Guide.

District Data Entry

District Data Entry is used by districts to enter financial data that is not part of the data upload process. Users may enter district data and upload financial data in any sequence. However, verification of financial data does not start until both district data entry and upload of all financial data has been completed.

To open the District Data Entry screen, select Data Collection from the first drop-down menu and District Data Entry from the second drop-down menu.

1. The District Data Entry screen is divided into two sections, "Balances, Receipts & Disbursements" and "Assets & Liabilities." Select the tab to navigate between the two screens.

The screenshot displays the District Data Entry application interface, which is divided into two main sections: "Balances, Receipts & Disbursements" and "Assets & Liabilities".

Balances, Receipts & Disbursements Tab:

General Fund Additional Balance Sheet Items	Sep 30 Balance	Dec 31 Balance	Mar 31 Balance
Cash (10x)	93,104.00	230,024.00	259,432.00
Investment (18x)	0.00	0.00	0.00
Tax Anticipation and State School Aid Loans Pay (407)	0.00	0.00	0.00

Below this table is the "Agency Fund Receipts and Disbursements" section:

	Amount
Beginning Balance	0.00
Student Group Receipts	5,972.06
Total Receipts	5,972.06
Student Group Disbursements	4,790.42
Ending Balance	1,174.43

At the bottom of this section, there is a checkbox labeled "District Data Entry is Complete" and two buttons: "Save" and "Reset".

Assets & Liabilities Tab:

This tab is divided into two main categories: "Fixed Assets (Fund 91)" and "Long Term Liabilities (Fund 92)".

Fixed Assets (Fund 91):

	Amount
Land (21x)	0.00
Buildings and Additions (22x)	0.00
Site Improvements (23x)	0.00
Equipment and Furniture (24x)	62,893.00
Vehicles Other than Buses (25x)	0.00
School Buses (26x)	0.00
Educational Media and Textbooks (27x)	0.00
Construction in Process (28x)	0.00
Other Capital Assets (29x)	0.00
Total Fixed Assets	62,893.00

Long Term Liabilities (Fund 92):

	Amount
Current Matures Bond Liabilities (44x)	0.00
Other Current Liabilities (49x)	0.00
Bonds Payable (51x)	0.00
School Bond Loan Payable - Long Term Portion (53x)	0.00
Bus Loans Payable - Long Term Portion (56x)	0.00
Furniture and Equipment Loans Payable - Long Term Portion (57x)	0.00
Compensated Absences - Long Term Portion (58x)	0.00
Other Loans and Liabilities - Long Term Portion (59x)	0.00
Total Long Term Liabilities	0.00

Below the Long Term Liabilities table is the "Amount Due to State of Michigan" section:

	Amount
Chauffeur Expenditure	0.00
Received from TIFA, LDA or DDA	0.00

At the bottom of this section, there is a checkbox labeled "District Data Entry is Complete" and two buttons: "Save" and "Reset".

2. Enter the amount for each applicable field. If a user previously entered data and saved, the application will display all of the District Data Entry information.

You do not need to enter the same information in data entry and in your uploaded files. For example, many districts will not include amounts for fund 91 (Capital Assets Accounts) or fund 92 (Long-term Liability Accounts) in their upload files and will key in this data in the District Data Entry screens. If you key in AND upload a file with the same information, the uploaded file data will overwrite the amounts you have keyed in.

3. At the bottom of each screen are two buttons, **Save** and **Reset**. Use the **Save** option to save entered data and use the **Reset** option to clear out any entered data.
4. Once both sections of data entry are complete, click the checkbox "District Data Entry is complete." When this box is checked, the status for "Data Entry" on the District Upload Status screen will appear as "Completed." Verification cannot proceed until this box is checked.

A confirmation message will be displayed when entering the screen after data entry has been marked completed and uploaded files are in accept status. Selecting "yes" to the prompt will allow you to make changes.

NOTE: For each field, the application determines whether the balance should be a Debit or Credit by default. If the entered amount is opposite (e.g., debit instead of credit) of what the system expected and the amount is less than zero, the application will display a confirmation message.

FID Data Upload

School districts can load their financial data using the FID data upload process. There is no restriction on the sequence of district data entry and data load. Districts may enter district data and upload financial data in any sequence. However, verification of financial data does not start until the district data entry and upload of all financial data have been completed.

Financial data files may be submitted using CSV, TXT or XML formats. Each CSV and TXT file must have a separate file for each transaction type, whereas XML files support multiple districts and multiple transaction types in one file. Refer to the "Appendix A – File Layouts" section for details on file layouts.

To open the FID Data Upload screen, select "Data Collection" from the first drop-down menu and "FID Data Upload" from the second drop-down menu. The FID Data Upload screen is displayed as shown below.

Is the information contained in this upload consistent with the Audited financial statements?

☐ Yes ☐ No

Enter File Name or Browse	
Balance Sheet:	<input style="width: 60%;" type="text"/> <input style="width: 10%; background-color: #d9d9d9; border: none;" type="button" value="Browse..."/>
Revenue:	<input style="width: 60%;" type="text"/> <input style="width: 10%; background-color: #d9d9d9; border: none;" type="button" value="Browse..."/>
Expenditure:	<input style="width: 60%;" type="text"/> <input style="width: 10%; background-color: #d9d9d9; border: none;" type="button" value="Browse..."/>
ESP:	<input style="width: 60%;" type="text"/> <input style="width: 10%; background-color: #d9d9d9; border: none;" type="button" value="Browse..."/>
XML File for Mixed Transaction Types:	<input style="width: 60%;" type="text"/> <input style="width: 10%; background-color: #d9d9d9; border: none;" type="button" value="Browse..."/>

Before users can upload, they must first confirm that the files they intend to upload are consistent with the audited financial statements by clicking on the radio button adjacent to "Yes." If "No" is selected you will not be allowed to continue with the file upload.

1. Click on **Browse** to select the file path and name from your computer for the specified file. Be sure that the file name conforms to the naming convention as described below. NOTE: It is suggested that files be uploaded one at a time.

File Naming Convention. When creating files, users need to ensure that the file name chosen conforms to the file naming standards as defined below. Files that do not meet these criteria cannot be uploaded into the system.

- **Position 1 – 1** – File Type (B, R, E, P for Balance Sheet, Revenue, Expenditure and Education Service Provider, respectively). If the file type does not match the file load type, you will see the following information message: "Mismatch in file type. First character of file type should be <file load type>."
- **Positions 2 – 6** – School District. If the file district number does not match the school district in the control information, you will see the following warning message: "District Operating Number does not match District Operating Number in file naming convention."
- **Positions 7 – 10** – Fiscal Year. If the file fiscal year does not match the fiscal year in the control information, you will see the following information message: "Fiscal Year End does not match Fiscal Year in file name."

There is no file naming convention for XML files. Users uploading XML files should note that in their files the reload flag must be set to "yes" in order to re-upload to the application.

2. Click **Upload** to upload the files. The system will then check to see that the file name is accurate and that the file has not been previously uploaded. If either is true, the user will receive a warning message. Users will receive a pop-up message when the files have passed this check and have been uploaded into the application.

After all three files (or four when ESP is required) have been successfully uploaded, users should proceed to the District File Status section to review any errors and/or warnings they may have received.

District File Status

The District File Status screen is where users view the status of their files in the application. In addition, it also allows users to go to respective verification screens, view errors and warnings, and submit to CEPI.

To open the District File Status screen, select "Data Collection" from the first drop-down menu and "District File Status" from the second drop-down menu.

The District File Status screen is split into four sections: (1) District Upload Status, (2) Cross-File Validation, (3) Opening Balances, and (4) Submission to CEPI. Each section should be completed in the above order, and be error free, before moving on to the next.

Step 1: District Upload Status

District File Status							Date: 08-29-2005
School District: 56010 ... Midland Public Schools		User: Barry - CEPI		Fiscal Year: 2004-2005			
Type	File	Records	Uploaded	By	Errors	Warnings	Status
Balance Sheet	B560102005.CSV	39	08/22/05 12:31	Barry - CEPI	None	9	Accepted
Revenue	R560102005.CSV	4	08/29/05 10:38	Barry - CEPI	2	1	Error / Warning
Expenditure	E560102005.CSV	4	08/29/05 10:44	Barry - CEPI	2	None	Error / Warning
ESP	N/A	N/A	No	N/A	N/A	N/A	N/A
DATA ENTRY	N/A	N/A	No	N/A	N/A	N/A	N/A

Users should first check the status of their files by reviewing the Status column. Your status will fall into one of the following categories:

- **Pending:** No file has been uploaded for that transaction type.
- **Uploaded:** A file has been loaded in the queue but has yet to begin processing.*
- **Processing:** File has been picked up from the queue and is being parsed for database loading.*
- **Loaded:** The file has been processed successfully and loaded into the FID database.*
- **Rejected:** The file was not processed, most likely because of a file formatting issue. The user who loaded the file will receive an e-mail with a description of the reason for rejection. Please refer to the following section regarding rejected files.
- **Error / Warning:** File has been validated and contained upload Errors and/or Warnings. Please refer the following section regarding Errors and Warnings.
- **Accepted:** Indicates that the file is free of upload errors. Warnings may or may not exist.

Rejected Files. Generally, two kinds of formatting mistakes occur. First, review the FID File Layout information in Appendix A for guidance. Be aware that you must submit either blanks (spaces) or alphanumeric data in the fields labeled as "Optional." You may NOT use the following characters:

- TXT files – illegal characters: comma, single quote, double quote, forward slash, back slash, and the carriage return.
- CSV files – illegal characters within a segment: comma, single quote, forward slash, back slash, and the carriage return.

The FID system will not check the substance of the data, but you must include the appropriate number of spaces in a fixed-length TXT file, use the appropriate commas to separate segments in a CSV file, or use appropriate tags in an XML file. Second, FID will reject a file that has one or more blank records in it.

The illustrations below illustrate correct examples of what a Fixed-Length (TXT) file and Comma-Separated Values (CSV) file should look like when opened in Notepad.

* If the status column displays "Uploaded," "Processing," or "Loaded" for over two hours, send an e-mail to Help-Desk@michigan.gov.

Fixed Length Revenue File

Revenue Code	Dollar Amount
111110000	-4918531.83
111190000	-1231.31
111310000	-39791.35
111410000	-1510083.00
111510000	-100471.91
111720000	-13331.22
111910000	-4800.00
111920000	-140675.35
111920001	-20000.00
111990000	-54282.24

Comma-Separated Values Balance Sheet File

Revenue Code	Dollar Amount
11,101	3336548.51
11,102	16846.13
11,402	106493.04
11,404	-4524903.58
11,407	-356187.30
11,411	-37245.09
11,451	-68649.41
11,461	-45511.00
11,462	-382443.76
11,741	468612.00

ACTION: Once you have identified the source of the formatting error, make the necessary corrections and re-upload your file to the application.

Errors and Warnings. A common status faced when uploading files is "Error/Warning" which indicates the file contained upload errors. Review your listing of errors and warnings by clicking on the number link under the error and warning columns on the District Upload Status screen. This will open the Errors and Warnings Report.

This screen allows users to view details of errors and/or warnings for each file type. Users can change the selection criteria and click on **Search** to display additional errors and warnings.

Errors And Warning Report			
School District:	70175	...	Jenison Public Schools
File Type:	<input type="checkbox"/> Balance Sheet <input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Expenditure <input type="checkbox"/> ESP		
Error Type:	<input checked="" type="checkbox"/> Errors <input checked="" type="checkbox"/> Warnings		
<input type="button" value="Search"/>			
File	Type	Description	Error Count
Revenue	Error	Invalid Major Class (530) - does not match Chart of Accounts	1
Revenue	Error	Major Class (412) cannot be used with Suffix Code (0110). See published Chart of Accounts.	1
Revenue	Warning	Major Class (311) expected as credit, debits received in incoming file	1
<input type="button" value="Close"/>			

Warnings highlight areas of the data that appear inconsistent with the Michigan Public School Accounting Manual Chart of Accounts and the business rules that the Michigan Department of Education Office of State Aid and School Finance have set for financial data collection. Warnings will not prevent files from being uploaded into the system but should be reviewed to understand why they are highlighted. Multiple warnings may lead to business rule errors during the cross-file validation process (see Step 2 below).

Errors, on the other hand, highlight areas of the data that violate the business rules or the Chart of Accounts. Typically, errors occur when not enough information was provided in a transaction or when a transaction is not allowable. These are indications that your files need to be brought in line with the Chart of Accounts.

Users can see listings of their errors and warnings detailing the specific transactions that caused the errors and/or warnings by viewing the Upload Error Report for each file. Please see the "Upload Error Report" section of this guide for instructions. A listing of common errors and warnings with descriptions is available in Appendix C – Error and Warning Descriptions of this document.

ACTION: Review your listing of errors/warnings. Compare them against the Chart of Accounts and FID business rules (many of which are detailed in the FID FAQs) for inconsistencies. Make any necessary corrections to your files and re-upload to the application.



NOTE: For specific questions regarding allowable account codes, account code combinations, or other issues related to compliance with the Michigan Public School Accounting Manual Chart of Accounts, contact Glenda Rader at the Department of Education at raderg@michigan.gov or 517-335-0524.

Step 2: Cross-File Validation Errors

After all file types have been uploaded into the application and are free of upload errors, the system runs a new validation process across each of the transaction types.

NOTE: Before all three transaction files (four if ESP is required) the following message is displayed on the screen: "All required files are not uploaded or validated. Please upload all files to view Cross-File Validation errors. If you have already uploaded files, allow some time for system to validate."

Cross-File Validation Error Report	
Validation Description:	Error Messages:
✓ General Fund expenditure total does not equal zero.	
✓ General Fund revenue total does not equal zero.	
✓ Education Service Provider (ESP) file requirement has been met.	
✓ ESP amount is greater than or equal to 50% of Purchase Services amount.	
✓ District wide expenditure reporting is within the allowable percentage.	
✓ Mandatory benefits were reported with the corresponding salaries.	
✓ Salaries were reported with the corresponding mandatory benefits.	
✗ Mandatory benefits do not exceed corresponding salaries.	Mandatory benefits (object code 28) exceeded salary (object codes 10-19) amount for the following Fund, Function combination(s): {11,111}{21,293}
✗ Outgoing transfers equal incoming transfers.	Outgoing transfers (\$143,279.00) do not equal incoming transfers (\$138,700.00). Cross-check Function 6xx in the expenditure file against Major Class 6xx in the revenue file.
Credit / Debit Verification:	Error Messages:
✗ Balance Sheet amounts are appropriate at the rolled-up level.	Assets were reported as credit (-) amounts or liabilities were reported as debit (+) amounts at the rolled-up level in balance sheet file for the following Fund, Major Class combination: {11,10},{11,11},{24,10},{3,47}
✗ Revenue amounts are credits (-) at the rolled-up level.	Revenue amounts were found as debits (+) at the rolled-up level for the following Fund, Major Class, Suffix combination: {11,111,0000},{11,128,0000},{11,414,0140},{21,171,0000}
✗ Expenditure amounts are debits (+) at the rolled-up level.	Expenditure amounts were found as credits (-) at the rolled-up level for the following Fund, Function, Object combination: {11,111,12},{21,293,11},{21,293,15},{21,293,18},{21,293,28},{21,293,31},{21,293,32}
Status	
Some funds are out of balance. Click here to view the Opening Balances page.	

This new validation process acts as an error check to ensure that certain business rules, such as salaries reported with benefits, have been met. The screen lists each business rule that is being checked. A  next to a description indicates the item has passed validation. A  indicates that a problem exists within one of the files that resulted in a cross-file error.











Next to the error description on screen, users will find a column that contains an informational message regarding that error, and for some errors it specifies the account combination where the cross-file validation error has occurred. A description of the validation errors is available in Appendix C – Error and Warning Descriptions of this document.

Please note that in correcting validation errors, it is possible that new upload errors and/or warnings could be created. If this happens, you will need to correct the new error(s) and re-upload as previously discussed in Step 1.

ACTION: Review the descriptions of your validation errors from Appendix C and make note of any account combinations indicated in the error description on the screen. In the case of Credit/Debit Verification errors, run a report to check your roll-up amounts. Instructions for creating reports are located in the Reports section of the User's Guide. Make the necessary changes to your files and re-upload to the application.



Step 3: Opening Balances


The Fund Balances section of the District File Status screen will indicate to users when one or more of their funds are out of balance. Click on the hyperlink to review your Opening Balances at the fund level. Users can select the Opening Balances screen from the second drop-down menu.

Fund Code	Description	Opening Balance	Revenue	Expenditure	Calculated Fund Balance	Uploaded Fund Balance	Stat
1	General Fund	19,570,873.00	85,699,800.43	88,722,262.19	16,548,411.24	16,548,411.44	
21	Athletic Fund	0.00	1,461,271.66	1,461,271.66	0.00	0.00	
22	Special Education Fund	0.00	0.00	0.00	0.00	0.00	
23	Community Service Fund	0.00	192,973.02	192,973.02	0.00	0.00	
24	Bookstore Fund	73,595.65	170,913.50	145,950.40	98,558.75	98,558.75	
25	School Lunch Fund	0.00	2,046,514.50	2,046,514.50	0.00	0.00	
26	Vocational Education Fund	0.00	0.00	0.00	0.00	0.00	
27	Cooperative Education Fund	0.00	0.00	0.00	0.00	0.00	
28	Private Purpose Trust Fund	0.00	0.00	0.00	0.00	0.00	
3	Debt Service Funds	0.00	0.00	0.00	0.00	0.00	

This screen can also be opened by selecting "Data Collection" from the first drop-down menu and "Opening Balances" from the second drop-down menu. The application displays the Opening Balances screen as shown below.

The amounts in the Opening Balance column were brought forward from the previous year's FID submission. Amounts in the Uploaded Fund Balance are derived from the reserved and unreserved fund balances, as stated in your balance sheet file. The Calculated Fund Balance is the result of the opening fund balance plus revenue minus expenditures.

This screen displays the opening balance, revenues, expenditures, calculated fund balance and uploaded fund balance for each fund. A  is displayed if the calculated fund balance totals the uploaded fund balance. Otherwise, if the calculated and upload fund balances do not total,  is displayed.

ACTION: If  is displayed, the user will need to review the balance sheet file to ensure that the correct closing fund balances have been captured and uploaded. Corrections need to be made in the file and re-uploaded to the application.

Step 4: Submission

Located on the bottom right-hand corner of the District File Status screen is the **Submit to CEPI** button.

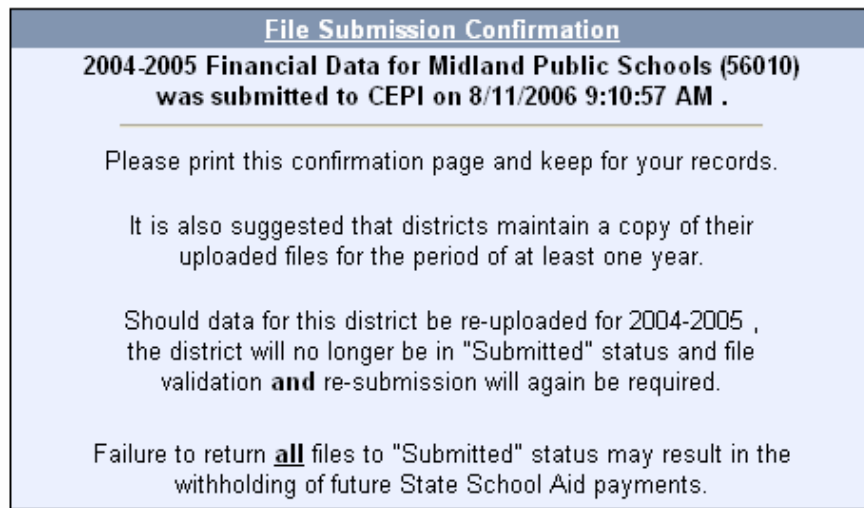


The **Submit to CEPI** button is enabled only if all of the following conditions are met:

- ✓ All files have been Accepted (i.e., free of upload errors).
- ✓ All Calculated Fund Balances match Uploaded Fund Balances.
- ✓ The sums of Revenues or Expenditures are not equal to zero.
- ✓ Rolled-up balances in the Balance Sheet file for a Fund/Major Class are all Debits for the assets, and Credits for the liabilities.
- ✓ Rolled-up balances in the Revenue file for a Fund/Major Class are all Credits.
- ✓ Rolled-up balances in the Expenditure file for a Fund/Function/Object are all Debits.
- ✓ The Education Service Provider requirement has been validated and a file submitted, if applicable.
- ✓ District-wide reporting, salary and employment benefit information are validated.

On selection of **Submit to CEPI**, an alert box is displayed. Clicking "Yes" will complete the processing of submitting data to CEPI. After the submit button is clicked, the district file status screen will refresh and a confirmation message will appear on the screen. It is recommended that users print the screen for their records.

Users have the ability to re-upload files to the application after submission has been completed. Any subsequent upload of FID data after the initial successful submission will require the user to re-complete the submission process. Failure to return the files to a "successfully submitted" state may result in the withholding of future state school aid payments.



Users may also make changes to District Data Entry after submitting their files. Please note that if the only changes made are to data entry and no files are re-uploaded, the **Submit to CEPI** button will remain disabled. As long as you clicked the **Save** button in data entry, the new information will have been stored and you will have remained in Submitted status.

User Verification and Comments Entry

Two additional tools are available to District Users in the Data Collection menu. Neither has a direct impact on the submission process, but each can provide additional sources of information for users.

User Verification enables users to verify the uploaded financial data for the Balance Sheet, Revenue, Expenditure and Education Service Provider. After completing the District Data Entry and File Upload, the application internally validates the data and summarizes the information. Depending on the number of files in the processing queue, this process may take a short time to complete.

To open this screen, select "Data Collection" from the first drop-down menu and "User Verification" from the second drop-down menu. If the District Data Entry is not marked as "Complete," or the applicable transaction type has not been uploaded, a warning message will be displayed.

The User Verification screens are "display only" and are composed of two sections:

Error & Warning – Displays the number of errors and warnings encountered by the application for the respective transaction type. Click on the number to open the Errors and Warnings Report in a new window to view details. This is the same report that districts receive on the District Upload Status screen.

Transaction Summarization – Displays the summarized information for the respective transaction type in multiple pages. Use the arrow icons listed below to navigate between pages.

The transaction summaries are divided into four sections based on file types. Click on the required tab to view summarization transaction details for the respective transaction types.

1. **View Report** – This option takes the user to the report screen for that particular transaction type. Refer to Report section for respective report details.

Balance Sheet

Revenue

Expenditure

ESP

There are 0 Errors.

There are 0 Warnings.

1 Of 2

Balance Sheet Summary	General Fund (1x)	Special Revenue Athletic Fund (21)	Special Revenue Special Ed Fund (22)	Special Revenue Community Service Fund (23)	Special Revenue Bookstore (24)	Special Revenue School Lunch Fund (25)	Special Revenue Vocational Education Fund (26)	Special Revenue Cooperative Ed Fund (27)	Private Purpose Trust Fund (28)
Total Assets (1xx), (2xx)	1,634,713.09	0.00	3,591,279.50	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities (4xx), (5xx)	441,429.78	0.00	1,393,036.04	0.00	0.00	0.00	0.00	0.00	0.00
Total Fund Balance	1,193,283.31	0.00	2,198,243.46	0.00	0.00	0.00	0.00	0.00	0.00
Reserves (71x)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unreserved Fund Balances	1,193,283.31	0.00	2,198,243.46	0.00	0.00	0.00	0.00	0.00	0.00

View Report

Add/View Comments

Add/View Comments – This option allows the user to enter comments against the respective transaction type. Refer to the Comments Entry section for details.

Comments entry allows users to add and view comments for a transaction type. Multiple comments may be entered for a transaction type. However, comments are attached to a specific uploaded file. Hence, if a file is re-loaded, all comments attached to the previous file will be deleted.

To open this screen, select "Data Collection" from the first drop-down menu and "Comments Entry" from the second drop-down menu. The application displays the Add/View Comments screen as shown below. In addition, this screen may be opened from the User Verification screen.

Data Collection	Comments Entry	
Add Or View Comments		
School District: 56010	Midland Public Schools	User: Barry - CEPI
		Fiscal Year: 2002-2003
+ Add		
Specify your search criteria below and Click Find..		
Trx Type :	<input checked="" type="checkbox"/> Balance Sheet <input type="checkbox"/> Revenue <input type="checkbox"/> Expenditure <input type="checkbox"/> ESP	
Entered By :	<input type="text"/> ... <input type="text"/>	
From Date :	<input type="text"/>	To Date : <input type="text"/>
		Find
Type	School	Comment
		User
		Entered Date

To find comments left by another District User, complete the selection criteria as necessary and click **FIND**. Transaction type is the only required field.

Click the **Add** button to add comments. Select a transaction type and add comments as necessary. **NOTE:** School codes are only accepted for "Expenditure" comments. When complete, click **OK** to save.

Data Collection

Comments Entry

Add Or View Comments

Date: 08-10-2004

School District: 56010 ... Midland Public Schools

User: Barry - CEPI

Fiscal Year: 2002-2003

+ Add

Transaction Type	School Code	Comments
Select	...	
Select	...	
Select	...	
Select	...	
Select	...	
Select	...	

✓ OK

✗ Cancel

Reporting


The FID application supports various reports to enable users to verify the various transaction types against their internal records. The FID application contains the following reports:

- | | |
|--|--------------------------------------|
| 1. Balance Sheet Report | 5. Upload Error Report |
| 2. Revenue Report | 6. Building Level Expenditure Report |
| 3. Expenditure Report | 7. Form B Reports |
| 4. Education Service Provider (ESP) Report | |

To open any of these reports, select **Reporting** from the first drop-down menu and the name of the report from the second drop-down menu.

Transaction Reports: Balance Sheet, Revenue, Expenditure, ESP, Building Level Expenditure

Reports that reflect the file transaction types all utilize the same search parameters, differing only on the structure of the file. Users can enter selection criteria for funds, function, major class and object codes (depending on the report). Searches can be as broad or as narrow as necessary, depending upon how defined your selection criteria are. Below is an example of the Balance Sheet Report screen.

- If a search produces no results, "No records meet selection criteria" will appear on the report.
 - Users should note that the  look-up buttons located on the report screens do not function properly and will throw off your search. This is a future enhancement.
1. Enter search criteria. Reports are printed at the rolled-up (or combined) level, so entering the specific code that was uploaded in the respective file type may not necessarily produce the information sought. Users should follow these guidelines for searching specific account combinations:
 - Funds 3 through 8 are summarized to the first position of the fund code. To perform a search for a specific fund, such as the Capital Projects Fund, enter "4" in the **Fund Codes From** field and "4" in the **Fund To** field.

The remaining funds (General Fund, Special Revenue funds, and Funds 91 and 92) require that both positions of the fund code be used. To perform a search for a specific fund, such as the General Fund, enter "11" in the **Fund Codes From** field and "11" in the **Fund To** field.

- Major Class Codes are summarized to the second position for reporting. Enter only the first two digits of the Major Class Code. To perform a search for a specific major class, such as Cash Accounts, enter "10" in the **Major Class From** field and "10" in the **Major Class To** field.
 - Function codes are not summarized in reporting. To perform a search for a specific function, such as Special Education, enter "122" in the **Function From** field and "122" in the **Function To** field.
 - Object codes are summarized to the second position in reporting. In order to search for a specific object code, such as Mandatory Coverage, enter "28" in the **Object From** field and "28" in the **Object To** field.
 - To generate a report for a specific account combination, perform a multi-level search using the aforementioned techniques.
 - To produce a complete report of the file, simply leave all fields blank.
2. Once satisfied with the search criteria, select the sort sequence in which the report will be produced.
 3. Clicking **OK** will open a new window containing the report. Below is an example of a Balance Sheet Report run for the General Fund.

FUND : 11 - General Fund		
Major Class	Major Class Description	Ending Balance
10	Cash Accounts	\$ 1,150,368.26
12	Accounts Receivable	\$ 73,220.95
14	Due From Other Governmental Units	\$ 838,905.00
18	Investments	\$ 1,000.00
19	Other Current Assets	\$ 18,403.75
40	Current Payables	\$ -50,060.47
42	Due to Other Governmental Units	\$ -248,548.95
46	Accrued Expenditures	\$ -49,331.07
47	Deferred Revenue	\$ -113,794.89
49	Other Current Liabilities	\$ -11,470.57
74	Unreserved Fund Balance	\$ -1,608,692.01
Total for 11 - General Fund		\$.00
Report Total		\$.00

Upload Error Report

The Upload Error Report is used to print error and warning details for transactions loaded into the FID application. The details printed are at the transaction level for the respective transaction type.

To open the Error Report screen, select "Reporting" from the first drop-down menu and "Upload Error Report" from the second drop-down menu. The Upload Error Report screen displays as shown below.

Reporting: Upload Error Report

Error Report Date: 08-25-2005

School District: 82010 ... Detroit City School District User: Barry - CEPI Fiscal Year: 2004-2005

Please specify following criteria to print the report:

Error Report For: ☐ Balance Sheet ☒ Revenue ☐ Expenditure ☐ ESP

Error Types: ☒ Errors : ☒ Warnings :

OK

1. Select the desired transaction type.
2. Select to view error transactions, warning transactions or both.
3. On selection of **OK**, the following report for Balance Sheet, Errors & Warnings is displayed.

Fund	Major Class	Suffix	Ending Balance	Type	Error/Warning Description
11	101	0000	\$ -3,191,390.91	W	5009 Major Class (101) expected as debit, credits received in incoming file
11	130	0000	\$ -1,655,243.15	W	5009 Major Class (130) expected as debit, credits received in incoming file
11	700	0000	\$ -27,109,870.01	E	5001 Major Class (700) may not be used with Fund (11)
21	130	0000	\$ -178,143.95	W	5009 Major Class (130) expected as debit, credits received in incoming file
21	700	0000	\$ -71,493.90	E	5001 Major Class (700) may not be used with Fund (21)
25	130	0000	\$ -335,613.37	W	5009 Major Class (130) expected as debit, credits received in incoming file
25	700	0000	\$ -538,890.46	E	5001 Major Class (700) may not be used with Fund (25)
32	700	0000	\$ -154,877.47	E	5001 Major Class (700) may not be used with Fund (32)
33	700	0000	\$ -120,567.29	E	5001 Major Class (700) may not be used with Fund (33)

Financial Summary Reports

Financial Summary Reports provide summarizations of a district's financial data in a more generalized, non-accounting format. To open the Financial Summary Reports screen, select "Reporting" from the first drop-down menu and "Financial Summary Reports" from the second. The Financial Summary Reports screen displays as shown below.

Financial Summary Reports Date: 08-21-2006

School District: 74908 ... Academic Transitional Academ User: Barry - CEPI Fiscal Year: 2005-2006

Please select any one of the following reports:

Financial Summary Report for: ☒ Balance Sheet ☐ Revenue ☐ Expenditure

OK

Select the report you are interested in by clicking on the adjacent radio button and click **OK**. A new window will open containing a report generated in PDF format.

NOTE: Reports are displayed in a pop-up window. If you have a pop-up blocker installed and active when you click **OK**, the reports may not be displayed.

Appendix A – File Layouts

Balance Sheet Layout

Field Name	Max. Size (Bytes)	Position	Specification
Fund Code	2	1 - 2	Alphanumeric
Balance Sheet Major Class	3	3 - 5	Alphanumeric
Suffix Code (*Optional)	4	6 - 9	Alphanumeric
Not Used (*Optional)	16	10 - 25	Alphanumeric
Ending Balance	14	26 - 39	Numeric

*Optional fields must be included in the layout. The optional piece is providing data at this level.

Revenue Layout

Field Name	Max. Size (Bytes)	Position	Specification
Fund Code	2	1 - 2	Alphanumeric
Revenue Major Class	3	3 - 5	Alphanumeric
Suffix Code	4	6 - 9	Alphanumeric
Not Used (*Optional)	16	10 - 25	Alphanumeric
Amount	14	26 - 39	Numeric

* Optional fields must be included in the layout. The optional piece is providing data at this level.

Expenditure Layout

Field Name	Max. Size (Bytes)	Position	Specification
Fund Code	2	1 - 2	Alphanumeric
Function Code	3	3 - 5	Alphanumeric
Object Code	4	6 - 9	Alphanumeric
Program Code (*Optional)	3	10 - 12	Alphanumeric
State Code (*Optional)	4	13 - 16	Alphanumeric
School (Facility/Building)	5	17 - 21	Alphanumeric
Other (*Optional)	4	22 - 25	Alphanumeric
Amount	14	26 - 39	Numeric

* Optional fields must be included in the layout. The optional piece is providing data at this level.

Education Service Provider Layout

Field Name	Max. Size (Bytes)	Position	Specification
ESP Function Code	3	1 - 3	Alphanumeric
ESP Object Code	4	4 - 7	Alphanumeric
Amount	14	8 - 21	Numeric

XML File Schema

```

<?xml version="1.0" ?>
<Schema name="Root" b:root_reference="Root" b:standard="XML" xmlns="urn:schemas-microsoft-com:xml-data" xmlns:b="urn:schemas-microsoft-com:BizTalkServer" xmlns:d="urn:schemas-microsoft-com:datatypes">
  <ElementType name="Root" content="eltOnly" model="open">
    <element type="FiscalYear" maxOccurs="1" minOccurs="0" />
    <element type="District" maxOccurs="*" minOccurs="0" />
  <ElementType name="District" content="eltOnly" model="open">
    <AttributeType name="ReLoad" d:type="string" />
    <AttributeType name="Code" d:type="string" />
    <attribute type="Code" required="no" />
    <attribute type="ReLoad" required="no" default="No" />
    <element type="BalanceSheet" maxOccurs="1" minOccurs="0" />
    <element type="Revenue" maxOccurs="1" minOccurs="0" />
    <element type="Expenditure" maxOccurs="1" minOccurs="0" />
    <element type="EducationServiceProvider" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>
<ElementType name="BalanceSheet" content="eltOnly" model="open">
  <element type="BRecord" maxOccurs="*" minOccurs="0" />
  <ElementType name="BRecord" content="eltOnly" model="open">
    <element type="FundCode" maxOccurs="1" minOccurs="0" />
    <element type="MajorClass" maxOccurs="1" minOccurs="0" />
    <element type="Suffix" maxOccurs="1" minOccurs="0" />
    <element type="NotUsed" maxOccurs="1" minOccurs="0" />
    <element type="EndingBalance" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>
<ElementType name="Revenue" content="eltOnly" model="open">
  <element type="RRecord" maxOccurs="*" minOccurs="0" />
  <ElementType name="RRecord" content="eltOnly" model="open">
    <element type="FundCode" maxOccurs="1" minOccurs="0" />
    <element type="MajorClass" maxOccurs="1" minOccurs="0" />
    <element type="Suffix" maxOccurs="1" minOccurs="0" />
    <element type="NotUsed" maxOccurs="1" minOccurs="0" />
    <element type="Amount" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>
<ElementType name="Expenditure" content="eltOnly" model="open">
  <element type="ERecord" maxOccurs="*" minOccurs="0" />
  <ElementType name="ERecord" content="eltOnly" model="open">
    <element type="FundCode" maxOccurs="1" minOccurs="0" />
    <element type="FunctionCode" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>

```

Note: File will be rejected with a "no permission for district" error if district code is not included.

Note: Reload flag must be set to "yes" in order for XML files to be re-loaded into the application.

```

    <element type="ObjectCode" maxOccurs="1" minOccurs="0" />
    <element type="ProgramCode" maxOccurs="1" minOccurs="0" />
    <element type="StateCode" maxOccurs="1" minOccurs="0" />
    <element type="School" maxOccurs="1" minOccurs="0" />
    <element type="Other" maxOccurs="1" minOccurs="0" />
    <element type="Amount" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>
<!-- ElementType name="EducationServiceProvider" content="eltOnly" model="open">
  <element type="PRecord" maxOccurs="*" minOccurs="0" />
  <!-- ElementType name="PRecord" content="eltOnly" model="open">
    <element type="FunctionCode" maxOccurs="1" minOccurs="0" />
    <element type="ObjectCode" maxOccurs="1" minOccurs="0" />
    <element type="Amount" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>
<ElementType name="FiscalYear" content="textOnly" model="open" d:type="string" />
<ElementType name="FundCode" content="textOnly" model="open" d:type="string" />
<ElementType name="MajorClass" content="textOnly" model="open" d:type="string" />
<ElementType name="Suffix" content="textOnly" model="open" d:type="string" />
<ElementType name="NotUsed" content="textOnly" model="open" d:type="string" />
<ElementType name="EndingBalance" content="textOnly" model="open" d:type="number" />
<ElementType name="FunctionCode" content="textOnly" model="open" d:type="string" />
<ElementType name="ObjectCode" content="textOnly" model="open" d:type="string" />
<ElementType name="ProgramCode" content="textOnly" model="open" d:type="string" />
<ElementType name="StateCode" content="textOnly" model="open" d:type="string" />
<ElementType name="School" content="textOnly" model="open" d:type="string" />
<ElementType name="Other" content="textOnly" model="open" d:type="string" />
<ElementType name="Amount" content="textOnly" model="open" d:type="number" />
</Schema>

```

Appendix B – Creating CSV FID Files in Excel

What is a CSV file?

CSV stands for comma separated values, sometimes also called comma delimited. A CSV file is a specially formatted, plain text file that stores spreadsheet or basic database-style information in a very simple format, with one record on each line, and each field within that record separated by a comma. This offers the advantage of not having to fill empty spaces as you would with fixed-length text files.

How do I use Excel to create a CSV file?

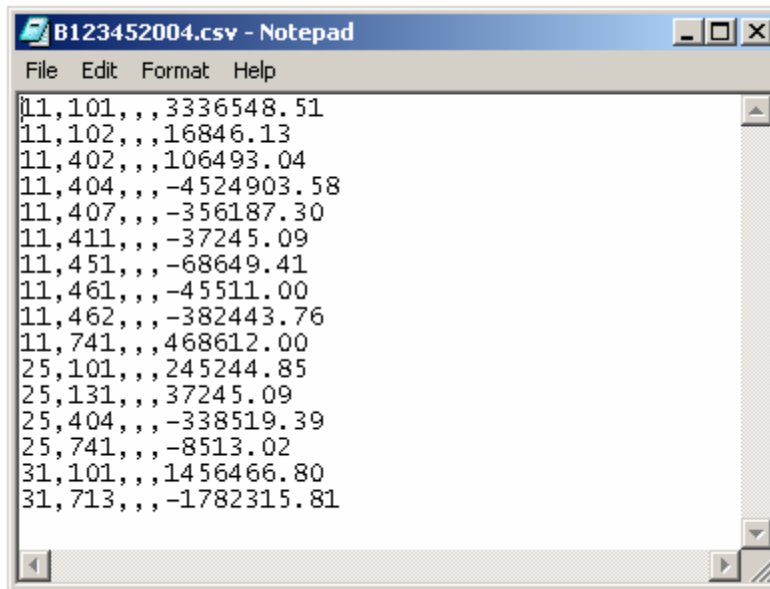
1. Review the FID record layout information in Appendix A to determine what specific information and formatting are required for FID uploading.
2. You will need to create three separate files: balance sheet, revenue, and expenditure. Because you will be saving these documents as a CSV file, do not use the multiple screen option of Excel.
3. Setup your Excel file so there is a column for each field. You may create a header for each column using the "Field Name" for your reference. However, this header cannot be included in the file you upload into the FID. Be sure to remove it before saving, otherwise your file will be rejected.
4. At this point, you can begin entering your data. The following example is based on a balance sheet file. Be aware that cells must be set as text only. Otherwise, Excel automatically places commas in numbers larger than three digits. These extra commas are considered illegal characters and will cause the file to be rejected by the system.

	F18		=			
	A	B	C	D	E	F
	Fund Code	Balance Sheet Major Class	Suffix Code (Optional)	Not Used (Optional)	Ending Balance	
1						
2	11	101			1000	
3	11	102			1500	
4	11	103			2000	
5						
6						

5. Once all the data has been entered, save the file as a CSV file. This option is available under **"File ► Save As."** You will first be prompted to enter a name for your new file. After this is completed, select the option "CSV (Comma delimited *.csv)" from the drop-down box.

When entering a file name, remember that it must conform to the FID file-naming convention. Please refer to Section 3.2.1.2 – File Path and Name of the User's Guide.

6. You can now use this CSV file to upload to the FID. If you use NotePad (located in the Accessories folder on your PC) to look at the new file, you will see that the file appears as below:



This is the correct formatting for a CSV file.

7. Please note: these directions only cover the basics of using Excel to create a file to upload to FID. For information regarding what specifically should be included and other formatting issues, please consult the FID FAQs and FID User's Guide. These documents are located on the FID Web site and within the application. If you have further questions, please contact the DIT Client Service Center at 517-335-0505, or e-mail Help-Desk@michigan.gov.

Appendix C – Error and Warning Descriptions

Error Messages

Error Message	Description
DDE Amount (x) For Fund (xx) and Major Class (xxx) does not match uploaded amount (x)	This error occurs when fund information is both uploaded and keyed in district data entry and the amounts differ. If you key in AND upload a file, the uploaded file data will overwrite the amounts you have keyed in. To correct, either remove the duplicate transaction from the file or District Data Entry.
Function Code (xxx) cannot be used with Object Code (xxx).	In expenditure files, this error indicates that the reported function code and object code combination is not allowable according to the Chart of Accounts. Please consult the published CoA.
Function code (xxx) must be submitted with a minimum of 3 characters	This error indicates that the file did not contain the necessary level of information to identify the account. So if the error was for function code (110) and you were reporting Basic Program at the Elementary Program level, you would use function code (111). Note: function codes ending in zero are description headers and cannot be used for submission.
Fund (x) - Total Assets minus Total Liabilities do not equal Fund Balance.	For each fund, Assets minus Liabilities must equal Fund Balance (within a \$10 variance). Funds 91 and 92 do not normally report fund balance and are not subject to this business rule.
Fund Code (xx) cannot be used with Function Code (xxx).	This error indicates that the reported fund code and function code combination is not allowable according to the Chart of Accounts. Please consult the published CoA.
Invalid Function (xxx) - does not match Chart of Accounts	This error indicates that the function code reported in a transaction is not allowable according to the Michigan Chart of Accounts.
Invalid Major Class (xxx) - does not match Chart of Accounts	This error indicates that the major class reported in a transaction is not allowable according to the Michigan Chart of Accounts.
Invalid Object (xxxx) - does not match Chart of Accounts	This error indicates that the object reported in a transaction is not allowable according to the Michigan Chart of Accounts. Users will want to check the Chart of Accounts to verify the suffix code is correct. Also check that the object code was submitted with leading zeros.
Invalid School Code (xxxxx), does not exist in School Code Master	This error indicates that the school code reported for this transaction does not match an existing code in the School Code Master. Check that the school code submitted in your file was accurate and that it was submitted with leading zeros.

Invalid Suffix (xxxx) - does not match Chart of Accounts	This error indicates that the submitted suffix code does not match an existing suffix in the Michigan Chart of Accounts. Users will want to check the COA to verify the suffix code is correct and that it was submitted with leading zeros.
Major Class (xxx) cannot be used with Fund (xxxx).	Indicates that the transaction that is not an approved account combination according to the Michigan Chart of Accounts.
Major Class (xxx) cannot be used with Suffix Code (xxxx).	Indicates that the transaction that is not an approved account combination according to the Michigan Chart of Accounts.
Major Class code (xxx) must be submitted with a minimum of 3 characters	This error indicates the file did not contain the necessary level of information to identify the account. So if the error was for major class code (110) and you were reporting Taxes Levied at the Property Tax level, you would use major class code (111). Note: Function codes ending in zero are description headers and cannot be used for submission.
Major Class code length is more than maximum length allowed 3	This error indicates that in your file, the major class field contains a figure longer than three spaces. Please refer to Appendix A for descriptions of the proper file layout.
School Code expected for Function (xxx)	In the expenditure file, this error indicates that the system expected to receive a specific school code for the given transaction. School-level data is collected for Function Codes 111, 112, 113, 118, 119, 122, 125, 127, 241 and 249.

Warning Messages

Warning Message	Description
Duplicate Transaction for Fund (xxx) + Function (xxx) + Object (xxx) + Program (x) + State (xxx) + School (xxxxx)	This warning indicates that you have included more than one record with the same fund, function, object, program, state, and/or school code. Transactions with identical combinations will be rolled up (added) by the system.
Expenditure amount for Function (xxx) and Object (xxxx) is negative (-xxx)	Expenditures are normally reported with debit balances. When they are submitted with credit balances at the detail level, a warning message is displayed. NOTE: This warning may cause an inappropriate balance at the rolled-up level and result in a cross-file validation error.
Major Class (xxx) expected as credit, debits received in incoming file	An opposite balance has been received in the submitted file. This warning can apply to revenue files and certain balances within the balance sheet file. NOTE: This warning may cause an inappropriate balance at the rolled-up level and result in a cross-file validation error.

Major Class (xxx) expected as debit, credits received in incoming file	An opposite balance has been received in the submitted file. This warning is applicable to the balance sheet file. NOTE: This warning may cause an inappropriate balance at the rolled-up level and result in a cross-file validation error.
School Code xxx does not belong to your district.	This warning is triggered when a district uploads a school code other than one of its own. Check that the school code is correct and that it is an appropriate transaction.

Cross File Validation

Validation Check	Description
General Fund expenditure total does not equal zero.	This verification procedure checks to ensure that general fund expenditures for the district have been reported. Users who receive a red "X" in this field need to check their expenditure files.
General Fund revenue total does not equal zero.	This verification procedure checks to ensure the general fund revenues have been reported. At a minimum, state school aid funds must be reported here; otherwise the file will be flagged with a red "X."
Education Service Provider (ESP) file requirement has been met.	Indicates that after the financial information was rolled-up, the system found that total purchased services are greater than or equal to 50 percent of the general fund current operating expenses. When this occurs, districts and ISDs are required to submit an ESP file.
ESP amount is greater than or equal to 50% of Purchase Services amount.	When an ESP file is submitted, the system validates that it captures an amount of expenditures that are greater than or equal to 50 percent of the general fund current operating expenses.
District wide expenditure reporting is within the allowable percentage.	This error is produced during the cross-file validation process when school-level amounts do not total at least 80 percent of the district amount for functions 118, 119, 122, 125 and 127. Only 20 percent of district amount functions should be allocated to the five-zero school code.
Mandatory benefits were reported with the corresponding salaries.	An error here indicates that mandatory benefits (object code 28) were reported without a corresponding salary (object codes 10-19). Review your expenditure report and make any necessary corrections to your file.
Salaries were reported with the corresponding mandatory benefits.	An error here indicates that salary (object codes 10-19) was reported without corresponding mandatory benefits (object code 28). Review your expenditure report and make any necessary corrections to your file.
Mandatory benefits do not exceed corresponding salaries.	An error here indicates that mandatory benefits (object code 28) exceeded salary (object codes 10-19) amount. Review your expenditure report and make any necessary corrections to your file.

Outgoing transfers equal incoming transfers.	Checks that the sum of all expenditures reported in a function beginning with "6" equal the sum of revenues reported in major class codes beginning with "6." These amounts are highlighted in parentheses within the error description.
Credit/Debit Verification	
Balance Sheet amounts are appropriate at the rolled-up level.	<p>Assets were reported as credit (-) amounts or liabilities were reported as debit (+) amounts at the rolled-up level in the balance sheet file, resulting in an inappropriate balance in the balance sheet.</p> <p>The error message will indicate the Fund and Major Class combination where the error occurred. Users can also review the balance sheet report and any warnings received.</p>
Revenue amounts are credits (-) at the rolled-up level.	<p>Some revenue amounts were found as debits (+) at the rolled-up level resulting in an inappropriate balance.</p> <p>The error message will indicate the Fund, Major Class, and Suffix Code combination where the error occurred. Users can also review the review report and any warnings received.</p> <p>Major classes 153 (Gains/Losses on the sale of investments) and 193 (Gains/Losses on sale of fixed assets) are exceptions to this rule.</p>
Expenditure amounts are debits (+) at the rolled-up level.	<p>Some expenditure amounts were found as credits (-) at the rolled-up level resulting in an inappropriate balance in the expenditure file.</p> <p>The error message will indicate the Fund, Function, and Object Code combination where the error occurred. Users can also review the expenditure report and any warnings received.</p>